

Cbus 214

Homework2

1. Open excel and create workbook named 'outside.xlsx' and fill the following data in it

[illegible]

2. Save the previous file and close it.
3. Open excel and enter the following data as shown below:

	A	B	C
1	Library Survey		
2	Book Name	Author	Number of readers
3	software Engineering	Jone s	20
4	Algorithms	diana	3
5	AI	tomson	22
6	Database	Jone s	200
7	Automating	diana	44
8	Operating Systems	tomson	89
9	Total		378
10			

Library Survey		
Book Name	Author	Number of reader
software Engineerin	Jone s	1
Algorithms	diana	52
AI	tomson	22
Database	Jone s	155
Automating	diana	4
Operating Systems	tomson	32
Total		266

summury nourth **south** east west

A	B	C
1	Library Survey	
2	Book Name	Author Number of readers
3	software Engineering	Jone s 20
4	Algorithms	diana 3
5	AI	tomson 22
6	Database	Jone s 200
7	Automating	diana 44
8	Operating Systems	tomson 89
9	Total	378

summury nourth south **east** west (+)

Library Survey		
Book Name	Author	ber of readers
software Engineering	Jone s	25
Algorithms	diana	44
AI	tomson	22
Database	Jone s	8
Automating	diana	33
Operating Systems	tomson	12
Total		144

summury nourth south east **west** (+)

4. Group all the sheets

5. Insert data into table, apply any table style you want, and rename each table in each sheet as sheet name.
6. freeze the first row of table in each sheet
7. sort the tables according to the number of readers
8. Insert new summery sheet, and fill the cells as shown below with appropriate formulas.
 - a. Insert sum formula to calculate total of readers in each region(use 3d reference)
 - b. Insert an external link to add the external readers from the file 'outside.xlsx.

Total of Readers in Each region	
Nourth	378
South	266
East	378
west	144
Oveal total	1166
Total Plus outside Redares	2190

9. Save the two previous excel files and send them by an email to hmbarhamgi@gmail.com
And don't forget to include your name.